CONCLUSION

At the end of a project, or at a major milestone, a Conclusion is a chance to reflect, package insights and celebrate progress.

At a Conclusion we...

Reflect and document insights of the entire project and team collaboration

DARESAY

CHECK IN

AGENDA

1. **TIMELINE EXERCISE**
   Map events

2. **COLLECT INSIGHTS**
   Individual thoughts

SESSION RULES

🔕 No distractions.

👂 Listen actively, but without interruption. Let people know you're listening and offer validation.

😇 Avoid interrupting or correcting each other. This is a step in building a space safe for sharing.

⏰ Be aware of the time for each activity.

📝 Don't try to solve everything. Bring things up, but if there isn't time to cover something, put it in the parking lot.

🔍 Findings must be prioritized and result in actions.

1.TIMELINE EXERCISE

Map events

20 MINS

Sample Project timeline

| Project brief | Stakeholder workshop | Steering group presentation | User testing | Delivery phase 1 | Steering group presentation | Design freeze | Code freeze | Delivery phase 2 |

APR · **MAY** · **JUNE** · **JUL** · **AUG** · **SEP** · **OCT** · **NOV** · **DEC**
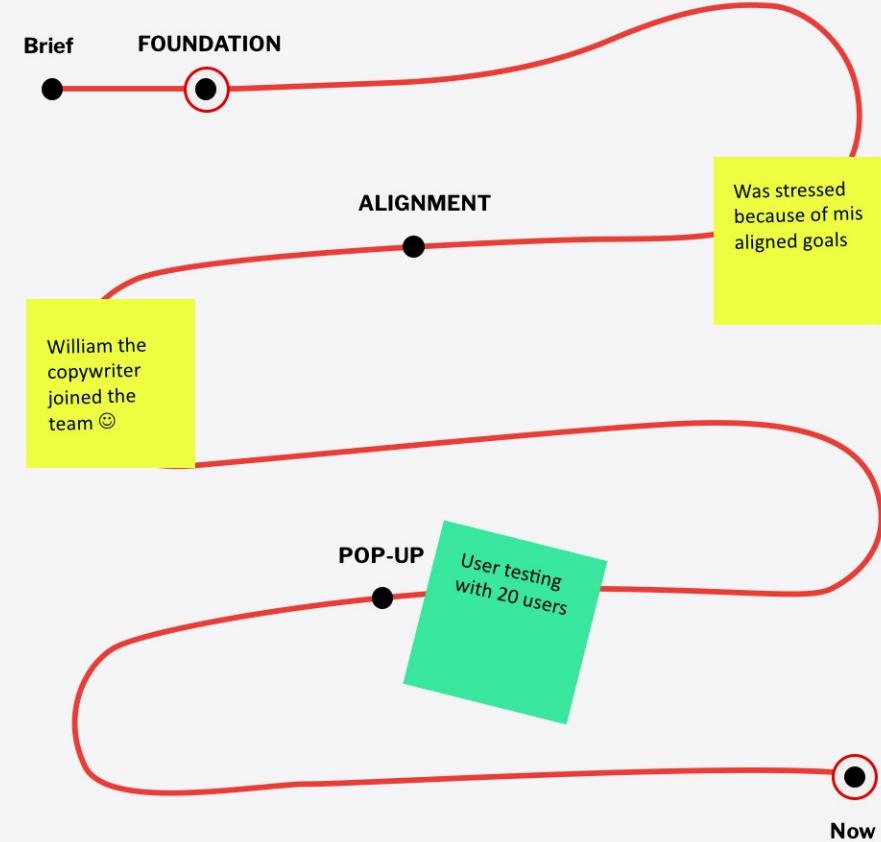
GROUP EXERCISE
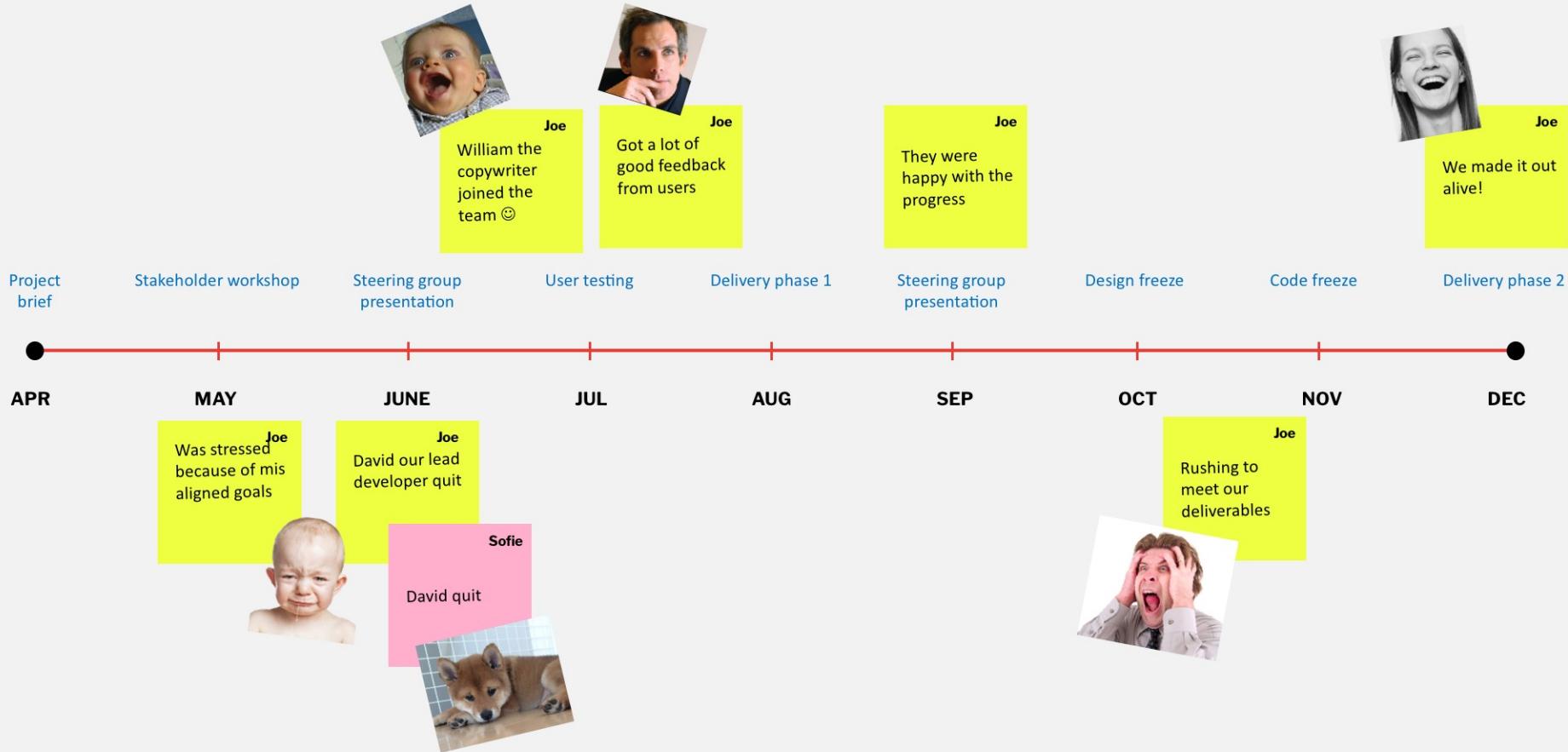
Are there any events or mielstones I want to share with the team?

What is my emotional curve?

✍️ 💬

Sample

Joe
William the copywriter joined the team ☺

Joe
Got a lot of good feedback from users

Joe
They were happy with the progress

Joe
We made it out alive!

Project brief

Stakeholder workshop

Steering group presentation

User testing

Delivery phase 1

Steering group presentation

Design freeze

Code freeze

Delivery phase 2

APR   **MAY**   **JUNE**   **JUL**   **AUG**   **SEP**   **OCT**   **NOV**   **DEC**

Joe
Was stressed because of mis aligned goals

Joe
David our lead developer quit

Sofie
David quit

Joe
Rushing to meet our deliverables

2.SHARE AND COLLECT INSIGHTS

20 MINS

💬

Document our insights:

I like, I wish, what if

Sample I Like, I Wish, What If

I LIKE, I WISH, WHAT IF

I Like
What went well until now

Feedback after the present-ation

More regular follow-up

What If
Specific suggestions about how we could proceed from now on

We have a challenging theme each week?
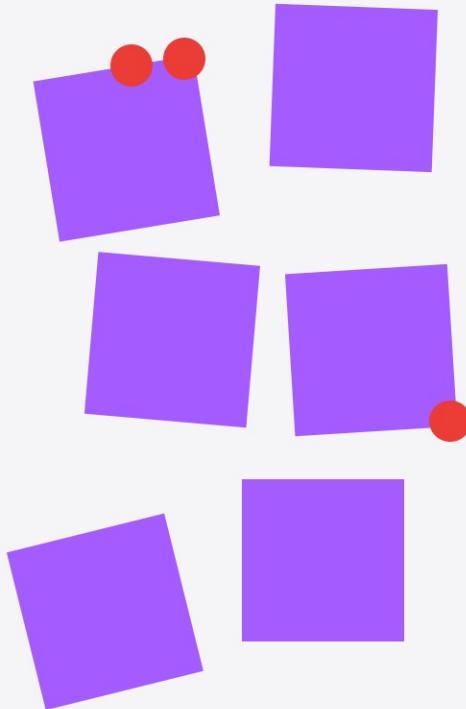
I Wish
What do you wish for?
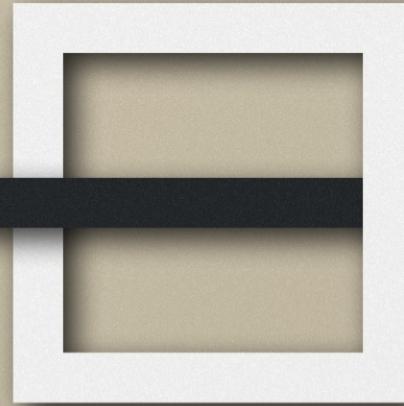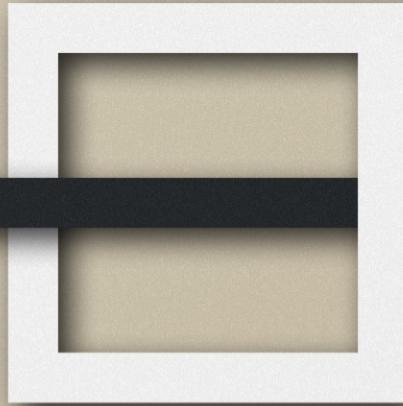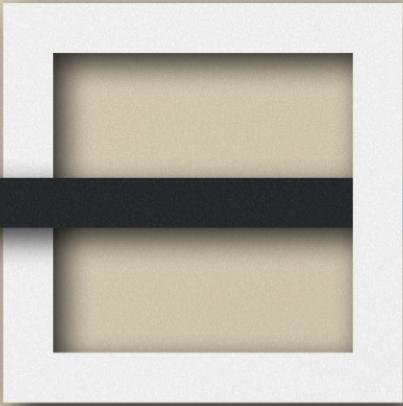
DARESAY

Prioritise findings and translate them into actions

🤔 💬

CHECK OUT
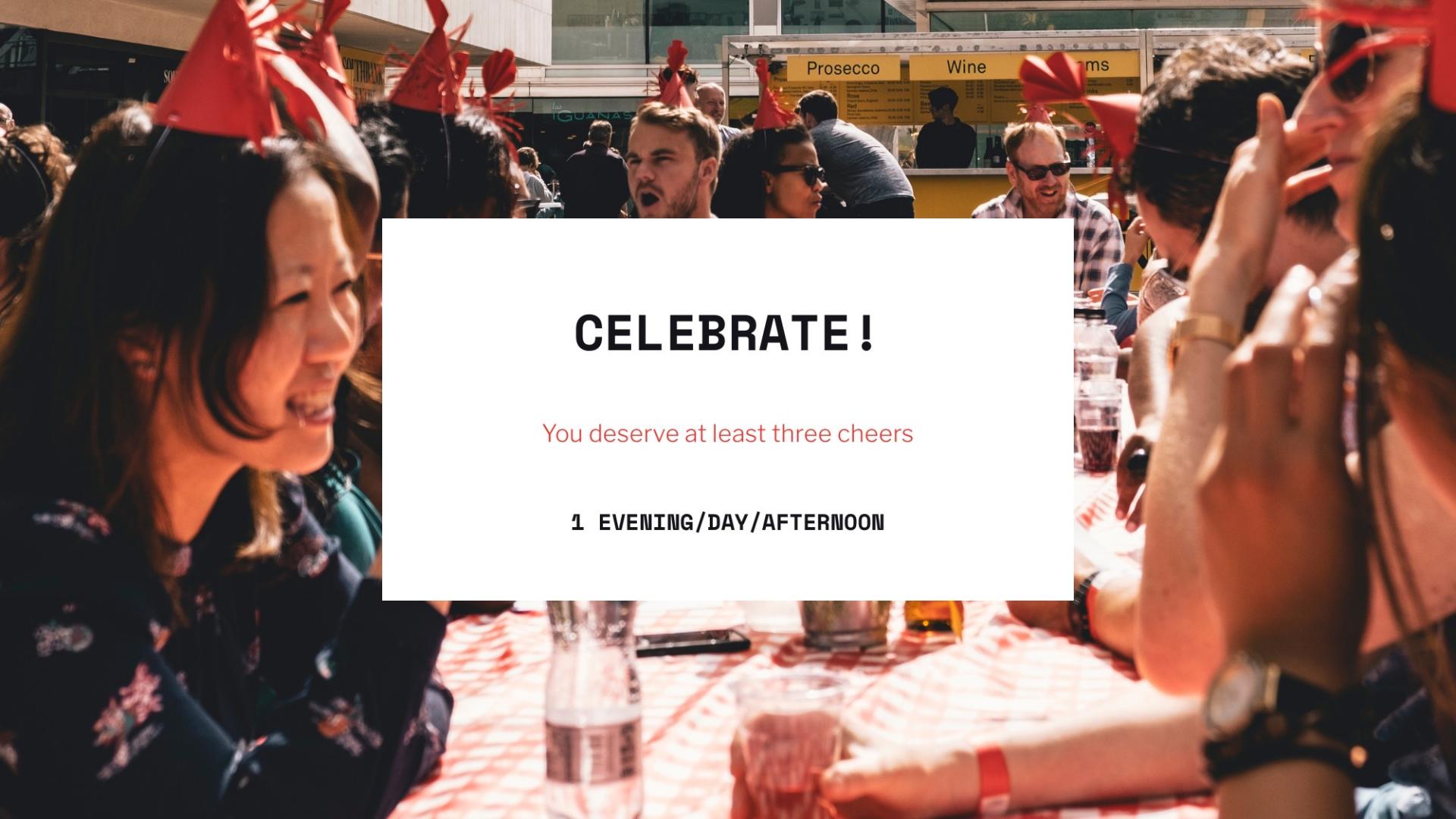
End on a high note with praise and feedback

20 MINS

ALL DONE!

Congratulations on doing the work!

CELEBRATE!

You deserve at least three cheers

`1 EVENING/DAY/AFTERNOON`

DARESAY